

3

Agricultural
Clearance

Examining Carriers

Monitoring Garbage

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Introduction

This section provides methods and instructions for controlling and disposing of regulated foreign garbage. Garbage is restricted to prevent the entry and dissemination of plant pests and animal diseases. Garbage arriving from any place outside the United States, **except** Canada, is subject to requirements and safeguards for handling once in the United States. Because garbage may contain prohibited items, controlling and disposing of garbage is an essential aspect of protecting American agriculture.

All entities that handle and dispose of foreign garbage (except handling on an ocean carrier) must be authorized under a compliance agreement in accordance with agriculture regulations. Compliance agreements, written and issued by CBP, specify the conditions which must be met in order to comply with the requirements of the APHIS garbage regulations (7CFR330.400 and 9CFR94.5). Templates for compliance agreements are developed by USDA-APHIS-PPQ-VRS.

CBP's role in controlling garbage is as follows:

- ◆ Supervising directly the off loading of garbage for movement to an approved facility for sterilization or incineration
- ◆ Approving firms, through the use of compliance agreements, to handle and dispose of garbage
- ◆ Monitoring firms operating under compliance agreements to ensure that the firms abide by the conditions stated in the compliance agreement
- ◆ Monitoring of garbage handling aboard ocean vessels during boarding

All Carriers

Disposing of Garbage by Approved Methods

The three approved disposal methods for garbage are:

- ◆ Incineration to ash
- ◆ Sterilization (cooking regulated garbage to an internal temperature of 212°F for 30 minutes) and burial in a landfill
- ◆ Grinding and discharge into an approved sewage system



On the Canadian land border, Quarantine Material Interceptions (QMI's) that become garbage may be buried in a landfill (deep burial, six feet or more). For further information, refer to [Land Border on page 3-1-9](#)


Handling Garbage Spills

When you detect garbage that has spilled outside the food handling areas, take the following steps:

1. Have the gross waste picked up and put into leakproof, covered containers.
2. Have the surfaces where the spillage occurred scrubbed with a good detergent solution, then flushed with clean water if appropriate.

3. Apply the appropriate disinfectant. Use [Table 3-1-1](#) to select the appropriate disinfectant.

TABLE 3-1-1: Select Disinfectant to Use for Garbage Spills

If the spill occurred:	Then:
Anywhere food is handled or prepared (catering kitchens, galley areas inside aircraft, or trucks used to transport food)	<p>REQUIRE thorough cleaning and allow the use of any sanitizer¹ normally used in areas where food is prepared or handled</p> <div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #c8e6c9;"> <p>Never use sodium carbonate or Virkon S. They are not approved for use around food by either the Food and Drug Administration or the Environmental Protection Agency.</p> </div> </div>
In a nonfood area outside loading docks, ramp areas, dumpsters, vehicles and equipment used for transporting garbage	USE sodium carbonate, sodium hypochlorite, or Virkon S (see Cleaning and Disinfecting on page 6-1-5 in the chapter Preventing the Spread of Pests and Diseases for detailed procedures)

¹ For example, sanitizers containing chlorine, iodine, and quaternary ammonium compounds.

Marking of Garbage

If the firm handles both regulated and domestic garbage and separates the domestic from the regulated garbage, then ensure that these steps are followed:

1. When international garbage is transported together with domestic garbage in the same vehicle, apply placards that identify galley equipment as foreign origin when it is removed from the conveyance. Take all regulated garbage directly to the processing facility for disposal and do the following:
 - ❖ Segregate regulated from domestic equipment and material until sterilized or incinerated either by tag, label or specified location per the compliance agreement
 - ❖ Allow commingling of foreign and domestic material and equipment only if all materials and equipment are treated as foreign origin
2. Identify containers used for regulated garbage and maintain separately from those containers used for domestic garbage by using signs on containers or by placing in a clearly identified location. The signs shall be printed with “Regulated Garbage” or another similar phrase in letters at least 4 inches high (except 2-inch letters may be used for in-house (inside) trash cans).
3. Post procedures for handling regulated garbage conspicuously in the work area.

4. Clean and disinfect with an APHIS approved disinfectant ([Table 3-1-1 on page-3-1-3](#)) all garbage containers and areas that are used for regulated garbage before using containers and areas for domestic garbage, unless domestic garbage is handled like regulated garbage.

Recycling Materials

The following items may be recycled under conditions as specified:

- ◆ Aluminum cans, glass and plastic containers (as long as they **never** held milk or other dairy products), if stored separately from food waste (garbage), and are **not** required to be incinerated or sterilized
 - ❖ The vessel must store the containers separate from the garbage; **neither** separation **nor** sorting is allowed **off** the vessel
 - ❖ Cans or containers commingled with or contaminated with garbage require sterilization or incineration
- ◆ Baled, clean, cardboard boxes or paper that are **not** contaminated with animal material and that are **not** meat containers, if stored separately from food waste (garbage), are **not** required to be incinerated or sterilized
 - ❖ If there is baled cardboard or paper that is ready for export to a foreign country, you may allow removal and storage, but **only** if the port where it was off-loaded from the carrier is also the port from which it will be exported

Vessels

Shipboarding and garbage monitoring are CBP's enforcement activities to ensure garbage is maintained in a way that reduces the pest risk associated with garbage, thereby preventing the entry and dissemination of plant pests and animal diseases.

Materials Needed

To control garbage, you will need the following items:

- ◆ ***CBP Form AI-288, Ship Inspection Report on page A-1-21***, or local log sheet used for monitoring vessel's garbage
- ◆ ***PPQ Form 519, Compliance Agreement on page A-1-81***
- ◆ ***CBP Form AI-592, Notice of Violation on page A-1-33***

Garbage Removal and Disposal

Where facilities exist and are approved by USDA¹ at a port, garbage may be removed from a vessel for approved disposal either by sterilization or incineration. Arrangements for disposal must be made in advance with the CBP office or under direct CBP supervision. Removal and disposal must be done by an establishment that has signed a compliance agreement with the local CBP office.

A further description of conditions that caterers and other handlers of garbage must meet pertaining to equipment used for garbage disposal is found under the section **Handlers and Processors on page 3-1-11**. Also, for Military vessels, see **Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels on page 3-1-8** and **All Carriers on page 3-1-2**.

Handling Regulated Garbage Aboard Commercial Vessels



If you witness the unsupervised landing of garbage or supervision by **other than** an authorized person, issue a civil penalty to the Captain of the vessel. Complete **CBP Form AI-592, Notice of Violation on page A-1-33**.

Follow these steps when supervising the landing, collection, transportation, heating (sterilization) or incineration, and disposing of regulated garbage:

1. Require advance notification of the landing of regulated garbage.
2. Allow the landing of regulated garbage only under the supervision of a CBP Agriculture Specialist or a trained employee of an establishment that is under compliance.
3. Confirm that covered, regulated garbage is in tight, leakproof containers.
4. Verify that if the regulated garbage is to be moved, it is transported only by a cartage firm under compliance agreement. In addition, the heating (sterilization) or incinerating must be under a compliance agreement.
5. Require that the garbage either be incinerated to ash or heated to an internal temperature of 212°F for at least 30 minutes. Again, the facility heating or incinerating the regulated garbage must be under a compliance agreement.
6. Confirm that sterilized garbage is buried in a landfill.

¹ New technology for disposal of regulated garbage must be approved by the APHIS Administrator. Contact PPQ VRS (LINK to Appendix for field vets)

Monitoring/Inspection of Garbage on Board a Vessel

The condition of the garbage containers will be checked on all vessels whether by ship boarding or by monitoring. Monitoring is the periodic supervision of garbage movement and disposal operation from decatering of the carriers to the approved disposal of the garbage.

Monitor a vessel's garbage by observing (aboard or from ashore²) the maintenance of garbage aboard the vessel. While a vessel is in port, the following are violations of the garbage regulations:

- ◆ Dumping of garbage into harbor or inland waterways
- ◆ Disposing of garbage in unauthorized manner
- ◆ Keeping garbage containers outside the vessel's railing
- ◆ Leaking garbage containers
- ◆ Uncovered garbage containers
- ◆ Exposed, unrestrained garbage

Seal to prevent use while in U.S. territorial waters, if the vessel's garbage handling equipment includes either of the following:

- ◆ Garbage chutes
- ◆ Garbage containers built into the railing

If the captain or first officer indicated there is a working incinerator, inspect the incinerator for confirmation that it is functional.

Policy

The policy guidelines on monitoring/surveillance include the following:

- ◆ Vessels not boarded will be monitored when feasible
- ◆ Of vessels boarded, **at least 50 percent** of the vessels boarded will be subsequently monitored while in port

All garbage is regulated on commercial and private vessels traveling between any of the following:

- ◆ Continental United States
- ◆ Foreign countries



For garbage handling aboard U.S. Naval and Coast Guard vessels, see [*Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels on page 3-1-8*](#)

² Monitor from ashore only if all the conditions of the garbage can be observed from the shore.

When a vessel travels solely between ports within the continental United States or throughout Canada, the garbage is **not** regulated. In addition, garbage can be disposed of **without being** incinerated or sterilized if **either** of the following conditions are met:

1. Vessel has **not** been in any port outside the continental United States and Canada within the previous 2 years³
2. Vessel has disposed of all of the following items:
 - ❖ Meat and meat products regardless of origin, **except** shelf stable canned meat/poultry⁴
 - ❖ Fresh and condensed milk and cream from countries in which foot-and-mouth disease exists
 - ❖ Fresh eggs
 - ❖ Fresh fruits and vegetables⁵
 - ❖ All garbage aboard the vessel⁵

Following disposal, all storerooms which held the previously listed materials were cleaned and disinfected under direct supervision⁶ by a CBP Agricultural Specialist. [Reference: 9 CFR 94.5 (b) (i) (B)]

- ❖ Complete PPQ Form 288 to document that the garbage was disposed of in an approved manner and the carrier was cleaned and disinfected
- ❖ Alert the vessel's captain to keep a copy of the form to show subsequent ports that the garbage was removed and the carrier was cleaned and disinfected
- ❖ The ship's log must show that, since being cleaned and disinfected, the carrier has **not** been to a port outside the continental United States or Canada

Determining if Vessel Is on Garbage Violation List

Before boarding, find out if the vessel is on the Garbage Violation List. It lists, alphabetically by vessel name, those vessels that are violators (one to two prior garbage violations) and habitual violators (three or more prior garbage violations). The Garbage Violation List (updated monthly) is available to all DHS employees through the CBPNET. USDA-APHIS-PPQ can formally request this list through Customs and Border Protection, Agriculture Programs and Liaison.

- 3 If the vessel has only traveled between Hawaii, U.S. territories or possessions, and the continental United States or Canada, then the 2-year period is reduced to 1 year.
- 4 Ruminant material from BSE affected countries and poultry from HPAI H5N1 countries are prohibited and must be disposed of.
- 5 Only fresh fruits and vegetables and all garbage need to be disposed of in these routings. No cleaning and disinfection of the stores area is required.
- 6 Disinfectant used must be a product approved by U.S. Public Health for use in food preparation or storage area.

CBP AIPP maintains the list of garbage violators. When submitting new violations, please include the following information: Carrier, Flag, IMO Number (for targeting), Date, Serial/Case No., CBP Location, Type (garbage or seals), Amount, Violator, Issuing Official. Submit to: jacky.saintjuste@dhs.gov or fax to: 202-344-1442.

You will need this information if you find a violation.

Handling Regulated Garbage Aboard U.S. Naval and Coast Guard Vessels

Handle regulated garbage from U.S. Naval vessels, Coast Guard vessels⁷, and Military Sealift Command (MSC) vessels (see [List of Military Sealift Command Vessels on page H-1-1](#)) the same as you would handle regulated garbage from commercial vessels. If regulated foreign stores are present and **not** purged or transferred to an outbound vessel, notify subsequent ports of the restricted stores aboard.

If there are no regulated foreign stores aboard the vessel, require sterilization or incineration of all garbage aboard the vessel at docking and all garbage produced during the first 24 hours at the first U.S. port. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent ports.



If foreign stores were present and were purged or transferred to another vessel, document this purging or transfer on [on page A-1-64](#). Write “Purged (or transferred), now Domestic.” Advise the Captain to retain the form until the vessel departs the mainland as proof of Domestic status.

If prohibited foreign stores are present, **do not** apply the 24-hour rule. Once the foreign stores are used up or otherwise disposed of, then you may apply the 24-hour rule. Until those stores are used up or disposed of, continue regulating that vessel's garbage as you would for any other foreign vessel.

To enlist support of APHIS garbage requirements, refer Naval personnel to Naval Supplemental Publication Number 486, Volume 1, to show that Naval policy parallels APHIS requirements for foreign garbage. Refer Coast Guard personnel to their *Subsistence Manual* COMDTINST M4061.3C (Waste Disposal Requirements).

⁷ U.S. Naval vessels are those with the designation “USS” followed by the name of the ship. MSC ships listed in [List of Military Sealift Command Vessels on page H-1-1](#) are handled the same as U.S. Naval vessels. Ships under contract to the military, “NOAA” ships or other nonmilitary, government ships are handled as commercial vessels.



Do not issue a civil penalty for a violation aboard a U.S. Naval or Military Sealift Command vessel listed in [Appendix H](#).

Report the violation to a local AQI VMO in PPQ, VRS.

For information on assessing civil penalties, see [Ocean Vessel Garbage Violations on page 8-1-7](#). To determine assessments for spot settlements, refer to [Spot Settlements on page 8-1-10](#).

Land Border

Ensure regulated garbage is removed from all land conveyances (truck, rail, POV) undergoing inspections upon entering the U. S.

Quarantine Material Interceptions (QMI's) must be disposed of by the three approved methods: sterilization, incineration or grinding into an approved sewage system.

Additionally, QMI's of Canadian origin materials, including ruminants, may be buried in a landfill to a depth of six feet or more. A compliance agreement would be required for landfill burial. Refer to *Uniform Standards for Compliance Agreements for Landfills—Canadian QMIs Only* in Appendix B (**currently unavailable**).

Aircraft

All foreign origin aircraft should be boarded and cleared of regulated garbage. Also, CBP ensures that caterers/cleaners report in a timely fashion.

Materials Needed

To control garbage, you will need the following items:

- ◆ Camera that will produce instantaneous pictures
- ◆ [PPQ Form 518, Report of Violation on page A-1-76](#)
- ◆ [PPQ Form 519, Compliance Agreement on page A-1-81](#)
- ◆ [CBP Form AI-592, Notice of Violation on page A-1-33](#)
- ◆ Quarantine tags

Determining if Garbage Can Be Unloaded

Check the list of approved airports and military bases in [Appendix E](#) and [Appendix I](#) to determine if the airport or military base is approved for handling garbage. If the airport is approved, then the garbage may be unloaded. If the airport is **not** on the list, then the garbage **must remain aboard** the aircraft and proceed to a foreign destination or to a USDA approved airport within the United States.⁸

Decatering of Aircraft

Decatering is the process of removing all garbage from the aircraft. Require that the garbage be removed by a firm under compliance agreement or under direct CBP supervision. The firm under compliance agreement must meet the following conditions:

1. Meet aircraft on arrival.
2. Remove garbage from aircraft in tight, enclosed (covered), nonleaking containers to an approved facility.
3. Ensure that meals and food items are not misappropriated. Other requirements are outlined by the compliance agreement with local CBP.
4. Using an approved method, dispose of any gross waste that was collected.

Monitoring Caterers and Cleaners

Monitor caterers and cleaners to ensure that they are following the conditions listed in the compliance agreement. Minimally, spot check at least quarterly to ensure that garbage removal and disposal are accomplished as specified by the conditions listed in the compliance agreement. Monitor from the time the garbage is removed from the aircraft until the garbage is either sterilized or incinerated. See [Monitoring the Sterilizer on page 3-1-12](#) for the specific procedure.

When you monitor, take along a copy of the signed compliance agreement, the checklist for monitoring compliance agreement holders, and PPQ Form 252. Review the conditions specified in the compliance agreement, and monitor the performance of the firm under agreement for the conditions specified in the compliance agreement.

If you detect a violation of the compliance agreement, then see [Compliance Agreement Violations on page 8-1-9](#).

⁸ Airports are approved by the APHIS Administrator. Contact USDA-APHIS-PPQ-VRS or refer to [Appendix E](#).

Unloading Garbage at Airports Not Approved by USDA

If you discover that garbage is being unloaded from an aircraft at an airport that is not approved by USDA, notify the appropriate airline official of the violation and request immediate corrective measures. If the airline official refuses to stop off loading, then follow CBP procedures to prevent the removal of garbage. **Do not** physically attempt to prevent off loading of the garbage. Notify PPQ, VRS immediately if corrective action is **not** taken by the airline so that a court order may be obtained through OGC. Follow the procedures in [Garbage Violations on page 8-1-5](#).

Requests for Approval

Agents having jurisdiction over a catering or disposal facility may request approval of that facility by writing a letter to the local CBP office. New technology for processing regulated garbage must be approved by the Administrator of APHIS. (9 CFR 94.5). The process of completing a compliance agreement is covered in [Completing a Compliance Agreement \(PPQ Form 519\) on page 3-1-14](#).

Handlers and Processors

CBP is responsible for monitoring the activities of all entities handling and processing regulated garbage. Monitor every one to two months but at least once quarterly.

Sterilization

All entities under compliance agreement and using a sterilizer must comply with the following conditions:

- ◆ Sterilizer must be capable of heating garbage to an internal temperature of 212° F and maintaining it at that temperature for a minimum of 30 minutes
- ◆ Sterilization cycle must be reevaluated and adjusted twice a year using a thermocouple to recalibrate the temperature recording device. Adjusting the sterilization cycle semiannually will assure that all garbage processed is heated to a minimum internal temperature of 212° F for at least 30 minutes, and that the temperature recording device accurately reflects the internal temperature of the sterilizer
- ◆ Operator is to date and initial time/temperature records for each batch of garbage sterilized
- ◆ Supervisor is to review and sign each time/temperature record
- ◆ Facility must retain records for one year from the end of the month the processing occurred for review by CBP/APHIS
- ◆ Drain in the bottom of the sterilizer must be cleaned between each cycle to assure proper heat circulation or otherwise maintained to ensure proper processing

Monitoring the Sterilizer

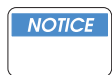
If a sterilizer is used for garbage disposal, then do the following during your monitoring activities:

1. Review the time and temperature record for each batch of garbage to ensure that the minimum internal temperature (212° F) of the regulated garbage was reached and maintained for at least 30 minutes. Also, confirm that the operator has initialed and dated each record, and that the supervisor of the operator of the sterilizer has signed each record.



Observe all re-evaluations and adjustments. Sterilizer or cooker should be recalibrated after any major repair or malfunction.

2. Twice a year, monitor the recalibration of the temperature recording device (the chart outside a sterilizer which displays the temperature of its chamber), and monitor the adjustment of the sterilization cycle. These monitoring activities are done to ensure the garbage is heated to a minimum internal temperature of 212° F for 30 minutes. Along with the sterilizer's thermocouple probe (A), an additional thermocouple probe (B) will be needed, which is to be supplied by the caterer or cleaner.
 - A. Use the following as a guide when supervising the recalibrating of a temperature recording device:
 - i. Place thermocouple probes (A)⁹ and (B) in a container of boiling water to compare the actual temperatures recorded at the boiling point.
 - ii. If there is a difference, have the temperature recording device adjusted by a qualified technician to reflect the actual temperature.



Water at sea level boils at 212° F. The boiling point drops 1 degree for each increase of 550 feet elevation. (For example, water boils at 202° F to 203° F in Denver, Colorado.)

- B. The steps to use as a guide when supervising the adjustment of the sterilization cycle are listed below. The sterilization cycle is the total amount of elapsed time from the time the sterilizer is turned on, until the end of the 30-minute period that the minimum internal temperature is maintained at 212°F. In addition to the thermocouple probes (A) and (B), you will need a watch. The steps are as follows:

9 This procedure is not always possible, as thermocouple (A) may not be accessible. Thermocouple (A) may be validated by a qualified manufacturer's technician.

- i. Place thermocouple probe (A) in its holder inside the chamber of the sterilizer. This probe records the air temperature of the chamber.
- ii. Fill the chamber with the maximum load of garbage.
- iii. Place thermocouple probe (B) in a dense portion of the garbage—the lower portion of the front third of the load. This position normally represents the coolest section of the chamber.
- iv. Start the sterilizer; note the time on your watch
- v. Monitor the temperatures of thermocouple probes (A) and (B).

NOTICE

The air temperature of the chamber (identified by thermocouple probe (A) and on the recording device) reaches and exceeds 212° F before the internal temperature of the garbage (identified by thermocouple probe (B)) reaches 212° F.

- vi. When thermocouple probe (B) reaches 212° F, note the time on your watch. After 30 minutes has elapsed, turn off and discharge the sterilizer.
- vii. Add 30 minutes to the time between when the sterilizer was started (as noted in iv. above) and when the thermocouple probe (B) reached 212° F (as noted in vi. above). The total time represents the new sterilization cycle for the sterilizer. Where applicable, note the reading of pounds per square inch (PSI) measurement.

NOTICE

A sterilization cycle usually ranges from 90 to 120 minutes (1-1/2 to 2 hours).

- viii. Compare the new sterilization cycle to the one previously established for the sterilizer. Note the reason for any difference and maintain the information in the file. Write and date an addendum to the original compliance agreement signed by CBP and the responsible establishment employee.

NOTICE

A non-pressurized cooker is monitored in the same manner.

Incineration

Facilities under compliance agreement using an incinerator for garbage must comply with the following conditions:

- ◆ Incinerator must be capable of reducing garbage to ash

- ◆ Incinerator must be maintained adequately to assure continued effective operation

Grinding and Disposal

Grinding and discharging into an approved sewage system is allowed. An approved sewage system means a sewage system approved by the Administrator of APHIS (9CFR 94.5(f)(2). Contact VRS) upon his determination that the system is designed and operated in such a way as to preclude the discharge of sewage effluents onto land surfaces or into lagoons or other stationary waters, and otherwise is adequate to prevent the dissemination of plant pests and livestock or poultry disease, and that it is certified by an appropriate government official as currently complying with the applicable laws for environmental protection.

Providing Backup Disposal Facilities

It is essential that provisions exist for an alternative method of disposal in case the primary disposal facility fails. Alternative sources may include hospitals, supermarkets, city-owned facilities, and any other locations or equipment that have the capability to sterilize or incinerate garbage. All backup facilities must be under a compliance agreement.

Monitoring Other Entities (Cartage/hauling firms, fixed base operators, military, etc.)

Completing a Compliance Agreement (PPQ Form 519)

Compliance agreements form the basis for standard operating procedures for handling regulated garbage. They provide instruction to the facility management and staff regarding the requirements under APHIS regulations and policies. CBP is responsible for issuing and monitoring compliance agreements.

Before you start to complete a compliance agreement, you must receive a letter requesting approval of the facility. This letter may come from an airline representative, the base commander, or any agent having jurisdiction over a catering or disposal facility.

The Port Director or other responsible CBP official will review the application and do the following:

- ◆ Visit the handling, processing, or disposal facilities, or in cases where there are no facilities, the company's local headquarters.
- ◆ Inform the applicant of all conditions to be specified in the compliance agreement.

- ◆ If applicable, observe the operation of any equipment for adequacy in handling regulated garbage. New technology must be approved by the Administrator of APHIS prior to issuance of the CA (contact VRS).
- ◆ Inform the applicant of the consequences of failing to abide by the conditions of the compliance agreement.
- ◆ Require that cleaning equipment and APHIS approved disinfectants be carried on all vehicles involved in moving regulated garbage .
- ◆ Consult with local VRS AQI VMO before signing if the compliance agreement deviates from the appropriate template.
- ◆ If applicable, certify garbage cookers/sterilizers before signing and approving the compliance agreement. Verify that the incinerator is capable of burning regulated garbage to ash.
- ◆ Confirm the garbage will be properly processed and/or handled and ensure that the agreement contains a statement that the facility meets the requirements of all applicable environmental authorities.
- ◆ Monitor each compliance agreement twice per year.¹⁰
- ◆ Review the proposed garbage handling training for company employees. Insure that training records will be kept.

See [Table A-1-30 on page A-1-82](#) for instructions on completing PPQ Form 519, and *Completing Compliance Agreements* on page B-1-1 (**currently unavailable**). Review the Compliance Agreement step-by-step with the applicant to make sure the applicant understands the conditions for handling and disposing of garbage specified in the Compliance Agreement.

For Violations, refer to [Violations on page 8-1-1](#).

¹⁰ Or when there are changes in the facility that require revision of the compliance agreement such as a change in name or management. All changes to the compliance agreement may be made in an addendum that is signed and dated by CBP personnel and a responsible employee of the company

Checklist for Monitoring Compliance Agreement Holders Handling Regulated Garbage

Name of facility _____

Location _____

Phone _____

Name of person contacted _____

Date _____

Type of facility/entity (Circle all applicable categories):

CATERER

CLEANER

FIXED BASE OPERATOR

MILITARY BASE

CARTAGE FIRM

CRUISE SHIP OPERATOR

PROCESSOR-INCINERATOR/STERILIZER

LANDFILL

All Facilities/Entities

1. Is the company operating under a compliance agreement? Yes No

If no, why _____

Note: If there is no compliance agreement in place, issue a violation.

2. Have there been any changes in location, company name, management, or contact information? Yes No

If yes, update the compliance agreement.

3. Has training been conducted since the last visit? Yes No

If no, ensure that no new employees are handling regulated garbage.

If yes, review training materials and records to ensure their adequacy.

Reviewed training Yes No

Reviewed training records Yes No

Is there a written company standard operating procedure? Yes No

- 4.** Are APHIS approved disinfectants available and used for cleaning spills outside of food handling areas? Yes No

Circle disinfectant(s): Virkon-S Sodium hypochlorite Sodium carbonate

- 5.** Do all vehicles/personnel servicing the conveyance carry sufficient APHIS approved disinfectant and cleaning equipment to clean up spills? Yes No

If no, how are spills being handled? _____

- 6.** Have there been any spills outside of the company's premises since the last visit? Yes No

Is CBP notified of spills outside of the company's premises? Yes No

(Note: CBP inspects area of the spill for compliance with spill management requirements.)

- 7.** Is all regulated garbage removed from the conveyance or pickup location in tight leak proof covered containers (caterers are allowed to use catering carts) or in plastic bags? Yes No

If no, why _____

(Note: If no, a violation may be in order.)

- 8.** Are all outside areas around loading docks and garbage containers kept free of debris? (Note: It is difficult to distinguish regulated garbage from non-regulated garbage; assume all unidentified garbage is regulated) Yes No N/A

- 9.** Is regulated garbage and associated equipment kept separate from non-regulated garbage or clean equipment? Yes No N/A

If yes, how? Designated location Tag or sign on equipment

If no, how is it being handled? _____

- 10.** Any changes in the identified backup system? Yes No N/A

- 11.** Was backup system used since last visit? Yes No N/A

Was CBP notified as required by the compliance agreement? Yes No

- 12.** Are all employees aware of the handling requirements? Yes No

- 13.** Regarding aircraft cleaners, are company personnel handing regulated garbage off to the caterers or CBP? Yes No

If no, why _____

- 14.** Is regulated garbage stored on the premises? Yes No

If yes, is it stored in covered leak proof vermin proof containers (plastic bags are allowed to be used inside vermin proof areas; rigid containers are required for outside storage)? Yes No

Is the storage area refrigerated? Yes No

What is the average storage time before processing/landfill (in the case of Canadian QMIs)? _____Hours _____Days

- 15.** If required by the compliance agreement, are the records of loads handled being accurately kept by the company and available for review? Yes No N/A

Cartage Firms/Haulers

- 1.** Are garbage trucks or containers hauling regulated garbage used for non-regulated garbage? Yes No N/A

- 2.** If transloading garbage, how is garbage spillage controlled? _____

- 3.** If required by the compliance agreement to specific travel routes, how is this requirement being monitored? _____

- 4.** List pickup companies/locations _____

Processing (Sterilization/Incineration)

1. If equipment is an autoclave or non-pressurized cooker, has it been calibrated by CBP within the last 6 months? Yes No

If not, why _____

2. If equipment is an incinerator, is all garbage burned to an ash? Yes No

3. If required by the compliance agreement, are individual records (including time/temp in case of sterilization)? Yes No

If no, why _____

4. Have there been any equipment malfunctions lasting more than 24 hours since the last visit? Yes No

Was CBP notified? Yes No

5. Have there been any major equipment repairs or renovations since the last visit? Yes No

If yes, was a request made for recertification for sterilizing equipment? Yes No

6. Is there new processing equipment in use that has not been certified or calibrated by CBP? Yes No

7. Is sterilized garbage going to a landfill? Yes No

If no, where is it being disposed of? _____

Landfill

Approved landfills are used to dispose of, without further processing, confiscated Canadian origin animal products and by-products at Canadian land border ports and seized for destruction by DHS-CBP due to the detection of Bovine Spongiform Encephalopathy (BSE) in Canada.

1. Is the garbage buried 6 feet deep and covered with landfill? Yes No

Other deficiencies noted: _____

Deficiencies resolved at the time of inspection: _____

Time allowed to correct deficiencies not resolved: _____

Facility Employee Name and Title

Date

CBP Officer Name

Date

A copy should be provided to the facility employee.